

Federal City Performing Arts Association Board of Directors Meeting Minutes

Wednesday, January 24, 1996

New York Avenue Presbyterian Church, Washington, DC

DIRECTORS: Present: Cohen, Dorr, Gerard, Greenwald, Madigan, Peirce, Perkins, Rosen, Wheeler, Weeks, York.
Absent: de Keyser (no proxy assigned).

STAFF: Holloway, McClelland, Monell.

GUESTS: Charlie Merk.

I. Call to Order

Meeting Called to Order at 7:00 pm by Wheeler.

II. Approval of Minutes

It was noted that under item nine of the December 13 minutes, the Executive Committee would be signing a lease and not singing one, however appropriate that might be.

Cohen moved, Perkins seconded, to approve the December 13 minutes as amended and the January 14 minutes as presented.

Unanimous in favor (Weeks not present). Minutes approved.

III. Election of New Board Member

The Board was informed that each of the three members who nominated themselves for the vacant Board seat would make a brief presentation and then be available for questions. After the three interviews, the Board would then hold a closed ballot election to determine whom would fill the seat. Staff would be invited to participate in the discussion sessions but only Board members would vote. The three candidates (in random order) were: Kit Grieder, Fred Boykin, and Bill Eadie.

Perkins moved, Gerard seconded, to move into closed session for the purpose of interviewing and selecting a member to fill the vacant Board seat. Staff were invited to attend and Charlie Merk was invited to facilitate.

Unanimous in favor (Weeks not present). Moved into closed session at 7:05 pm.

Gerard moved, Perkins seconded, to move into open session.

Unanimous in favor. Moved into open session at 7:43 pm.

During the closed session, the Board interviewed three outstanding candidates and expressed their frustration that only one could be elected instead of all three. The Board hoped that the two candidates who were not elected would run in the next general election this summer.

Bill Eadie was elected to fill the remaining 1½ year term of the vacant seat.

IV. Mid-year Financial Status & Business Manager's Report

McClelland presented the FY96 Month 6 (December) closing report. Significant highlights included:

- ▼ Year-to-date (YTD) concert related revenues remained below budget by almost \$13,000 although December concert revenues were at budget. The primary areas below budget were season tickets (which will show for the remainder of the year since season subscriptions are no longer offered) and concert tickets. Income from ticket sales for the winter concert were ahead of last year but were almost entirely due to increased ticket prices, not increased attendance.
- ▼ YTD other revenue was under budget by almost \$17,000 and behind last year by almost \$15,000. Special performances and fund raising remain under both this year's budget and last year's actuals. Membership and merchandising were also behind budget for the current year.
- ▼ Total revenues were almost \$30,000 below budget.
- ▼ YTD expenditures were above budget by almost \$7,000 and above last year by over \$33,000. Current year overages included increased rental costs for Lincoln Theatre and October's retreat as well as GALA V registration fees.
- ▼ Most day-to-day and committee expenses are in line with budgeted levels.

Dorr reported that the Finance Committee's review of the Month 6 report found that expenses are running close to budget and that the areas significantly different from the budget are revenue items. Dorr, McClelland, and the Finance Committee all recommend increased energies be spent generating additional revenues. Areas that could benefit from focused attention for income generation include the Capital Club auction, ticket sales, donations for the commissioned work, and finding more opportunities for special performances.

**York moved, Perkins seconded, to accept the Business Manager's report as presented.
Unanimous in favor, report accepted.**

Dorr presented the Finance Committee's report. Significant highlights included:

- ▼ In final stages of search for office space. Reviewing lease options for 2801 M St.
- ▼ Cultural Alliance offers the best value for Officers' & Directors' Insurance. Monell is completing the application and expects to have it done soon.

**Greenwald moved, York seconded, to authorize Monell to spend up to \$1,000 for the purchase of
Officers' & Directors' Liability Insurance.
Unanimous in favor, authorization granted.**

- ▼ Office computer needs are being researched and possible solutions are being examined by Madigan.
- ▼ Distribution from the Power's estate is expected by March and is estimated at \$50,000.
- ▼ The investment account is doing poorly and has been frozen. The committee is exploring options on reducing further risk of losing additional resources and establishing financial policy recommendations for investments of FCPAA.
- ▼ As noted in the Business Manager's report, FCPAA is presently operating significantly above its revenue for the first half of the current fiscal year.
 - ▼ The primary area of concern is on the revenue side of the equation.
 - Ticket sales and fundraising are roughly on par with last year but short of the increased projections for this year.
 - Fundraising for the commissioned work is significantly behind expectations.

- ▼ Expenditures are close to budget in most cases, and other variances have been either planned increases (salaries) or one-time uncontrollable costs (retreat, CD press).
 - Committee does not believe there is much to be squeezed out of the expenditure side to warrant extraordinary efforts to be spent on that side of the issue.
- ▼ Recommend focusing on revenue items:
 - Capital Club Auction
 - Ticket Sales
 - Donations to Commissioned Work
 - Special Performances

V. Music Director's Report

Holloway presented his report. Significant highlights include:

- ▼ Spring show is progressing well. DC ROTC (Righteously Outrageous Twirling Corps) has sought us out and will be participating in the show pro bono. They will also participate in the February Small Ensembles Concert.
- ▼ Summer concert planning is moving forward and commissioned pieces are progressing.
- ▼ Logistics are being coordinated with LGCW for the June 8th concert.
- ▼ The 1996 GALA Music Director's Meeting is Feb 3-5 in San Diego.

Gerard moved, Madigan seconded, to reimburse Holloway for airfare to the GALA Music Director's Meeting.

Unanimous in favor. Motion carried.

After consultation with the Repertoire Advisory Committee, Holloway presented the themes and concepts for the FY97 season for Board consideration, review, and approval. Holloway noted that the Committee is progressing with plans to move to a two-year planning cycle, but consistent with Finance Committee, Executive Committee, and Board advice is proceeding with one more one-year planning cycle until a comprehensive two-year planning strategy can be developed.

THE PROPOSED THEMES FOR THE FY 1997 SEASON ARE:

- ▼ Winter Concert: "Stories to Tell"
- ▼ Spring Concert: "Music and Dance"
- ▼ Summer Concert: "Summer Invitational"

Additional information was included in Holloway's report and were touched upon during brief discussion. Confusion as to the Board's role at this stage of programming decisions was clarified to be formal approval of the themes and general parameters for the next season. Holloway would then use those parameters in developing the Music Budget for the upcoming budget cycle for FY97.

Board action was tabled until the February Meeting for further consideration and review.

VI. February Planning & Volunteer Recruitment Session

Monell briefly outlined the plan for next month's day-long session on the 10th of February. Topics will include planning issues for the FY97 season to be provided to committees for their use in preparing budgets, and volunteer recruitment brainstorming and planning. Wheeler encouraged everyone to attend and urged members to invite general chorus members to participate as well.

VII. Winter Concert Survey Results

Monell reviewed the results from the audience survey at the winter concert. Brief discussion was held regarding the generalizability of such a small, self selected, return (10%) as well as the information itself. The information will be forwarded to the marketing committee for their use.

VIII. President's Report

Wheeler challenged each Board member to bring in \$250 in donations for the upcoming auction and stressed the leadership role all Board members must play in encouraging auction participation.

IX. New Business

Members were reminded of upcoming Marketing and Fundraising Committee Meetings.

X. Adjourn

There being no further business,

Dorr moved, Perkins seconded, to adjourn the meeting.
Unanimous vote in favor. Meeting adjourned at 9:10pm.



Respectfully submitted,
Jeffrey R. Peirce, Secretary, FCPAA.